

VILLAGE OF SAG HARBOR
ANNUAL ORGANIZATIONAL MEETING
Minutes
JULY 7, 2010
9:00 A.M.

Present: Mayor Brian Gilbride
Trustee Edward Gregory
Trustee Robby Stein
Trustee Bruce Stafford
Fred W. Thiele, Village Attorney
Sandra L. Schroeder, Clerk-Administrator

Absent: Trustee Timothy Culver

Mayor Gilbride called the meeting to order with a Salute to the Flag.

Mayor Gilbride appointed Timothy Culver as Deputy Mayor.

Mayor's designation of the following persons as liaisons to the following departments for Official Year 2010-2011:

POLICE DEPARTMENT PUBLIC WORKS	Mayor Brian Gilbride
BUILDING DEPARTMENT CODE ENFORCEMENT LITIGATION	Trustee Tim Culver
SEWER DEPARTMENT PARK BOARD	Trustee Robby Stein
FIRE DEPARTMENT HARBOR AND DOCKS	Trustee Bruce Stafford
AMBULANCE CORP.	Trustee Edward Gregory

The Mayor made the Following appointments:

1 Year Terms:

Wendy Parent	Deputy Clerk Asst. Records Management Officer Deputy Registrar – 4 Year Term (DOH)
Beth Kamper	Deputy Treasurer

Board Chairpersons Appointments:

Planning Board Chairman Neil Slevin

Zoning Board Chairperson Gail Pickering

Harbor Committee Chairman Bruce Tait

Historic Preservation (ARB) Cee S. Brown

Board Member Appointments:

Zoning Board of Appeals – 5 year terms

Benedetta Deubel

Mike Bromberg

Harbor Committee – 3 year terms

Dr. Tom Halton

Jeff Peters

Mayor Gilbride advised the Trustees that although Nancy Haynes appointment was up she will be considered a carry over in case she needs to leave the board.

Board: Resolution to ratify appointments

Offered by: Trustee Robby Stein

Seconded by: Trustee Edward Gregory

All in favor motion so carried.

Designation of the Board of Trustees as the Assessment Board of Review.

Motion Offered by: Trustee Edward Gregory.

Motion Seconded by: Trustee Robby Stein.

All in favor motion so carried.

Designation of the Sag Harbor Express as the official Village Newspaper.

Board Resolution to ratify.

Motion Offered by: Trustee Robby Stein

Motion Seconded by: Trustee Edward Gregory.

All in favor motion so carried.

Designation of the 2nd Tuesday of each month as public meeting date and adopting the rules of the Open Meeting Law. If second Tuesday falls on a legal holiday the meeting will then be held on the following Tuesday. Time to be at 6:00 pm.

Motion Offered by: Trustee Edward Gregory

Motion Seconded by: Trustee Robby Stein

All in favor motion so carried.

Resolution establishing procedures for the setting and notification of a Special Meeting.

Motion Offered by: Trustee Gregory

Motion Seconded by: Trustee Stein

All in favor motion so carried.

Resolution establishing procedures for public comment at meetings of the Board of Trustees

Motion Offered by: Trustee Bruce Stafford

Motion Seconded by: Trustee Edward Gregory

All in favor motion so carried.

Resolution adopting Roberts Rules of Order as the official procedure of the Board
Motion Offered by: Trustee Edward Gregory
Motion Seconded by: Trustee Robby Stein
All in favor motion so carried.

Resolution determining cost of bonding Village officers to be a Village expense
Motion Offered by: Trustee Robby Stein
Motion Seconded by: Trustee Bruce Stafford
All in favor motion so carried.

Designation of Lundy & Co. as Village external auditors. Board Resolution to ratify.
Motion Offered by: Trustee Edward Gregory
Motion Seconded by: Trustee Robby Stein
All in favor motion so carried.

Resolution adopting the Village Investment Policy
Motion Offered by: Trustee Robby Stein
Motion Seconded by: Trustee Edward Gregory
All in favor motion so carried.

Resolution designating official Village banks and depositories
Motion Offered by: Trustee Robby Stein
Motion Seconded by: Trustee Bruce Stafford
All in favor motion so carried.

Resolution adopting the Village Procurement Policy
Motion Offered by: Trustee Edward Gregory
Motion Seconded by: Trustee Bruce Stafford.
All in favor motion so carried.

Resolution adopting the Green Procurement and Sustainable Practices Policy.
Motion Offered by: Trustee Robby Stein
Motion Seconded by: Trustee Edward Gregory.
All in favor motion so carried.

Resolution promoting green purchasing.
Motion Offered by: Trustee Robby Stein
Motion Seconded by: Trustee Edward Gregory
All in favor motion so carried.

Resolution authorizing the Village office to pay invoices prior to audit to obtain discounts and to pay utilities, postage, freight and express contract, matrons, employee's benefits and debt service prior to audit to comply with time constraints.
Motion Offered by: Trustee Robby Stein
Motion Seconded by: Trustee Bruce Stafford.
All in favor motion so carried.

Resolution authorizing officers and personnel of the Inc. Village of Sag Harbor to attend conferences in order to further the education of said officers and personnel of the Village of Sag Harbor.
Motion Offered by: Trustee Edward Gregory
Motion Seconded by: Trustee Robby Stein
All in favor motion so carried.

The Board of Trustees of the Village of Sag Harbor has determined to pay a fixed rate for mileage as reimbursement to officers and employees of the Village who use their personal automobiles while performing their official duties on behalf of the Village. That the Board of Trustees shall approve reimbursement to such officers and employees at the rate set by the Internal Revenue Service at the time of the use. This resolution Shall take effect immediately.

Motion Offered by: Trustee Robby Stein

Motion Seconded by: Trustee Edward Gregory

All in favor motion so carried.

Resolution to adopt the Cellular Telephone Employee Use Guidelines.

Motion Offered by: Trustee Edward Gregory

Motion Seconded by: Trustee Robby Stein.

All in favor motion so carried.

Resolution to adopt the policy on Suspected Misconduct, Fraud and Dishonesty.

Motion Offered by: Trustee Robby Stein

Motion Seconded by: Trustee Bruce Stafford.

All in favor motion so carried.

Resolution to adopt the Whistleblower Policy.

Motion Offered by: Trustee Bruce Stafford

Motion Seconded by: Trustee Edward Gregory

All in favor motion so carried.

Adoption of 'Drug Free Workplace policy'

Motion offered by: Trustee Robby Stein

Motion seconded by: Trustee Edward Gregory

All in favor motion so carried.

Resolution setting the date of the next organizational meeting as July 5, 2011 at 9:00 A.M.

Motion Offered by: Trustee Edward Gregory

Motion Seconded by: Trustee Bruce Stafford.

All in favor motion so carried.

REGULAR BUSINESS OF THE BOARD:

1. Authorization for Village Treasurer to make an Inter-fund Transfer to balance HC Fund – Ambulance Site Clean up for Fiscal Year 2009-2010 from Contingency Account A1990.00.

Motion Offered by: Trustee Edward Gregory

Motion Seconded by: Trustee Robby Stein

All in favor motion so carried.

Operation Shield – contract with County of Suffolk – authorization For the Village Clerk to execute contracts on behalf of the Village.

(Approved by Village Attorney)

Motion Offered by: Trustee Robby Stein

Motion Seconded by: Trustee Bruce Stafford

All in favor motion so carried.

Resolution regarding use of monies from Village Contingency

Account for the preparation of a proposal to be submitted to the MTA and possible acquisition of the MTA parcel if the Village is the successful bidder.

Motion Offered by: Trustee Bruce Stafford

Motion Seconded by: Trustees Robby Stein and Edward Gregory.

All in favor motion so carried.

Authorization for Mayor Gilbride to retain the services of Larry Indimine to perform an appraisal of the property currently owned by the MTA (Rt 114) adjacent to village property owned by the Village at the area adjacent to the Bridge.

Motion Offered by: Trustee Robby Stein

Motion Seconded by: Trustee Bruce Stafford.

All in favor motion so carried.

Introduction of a Local Law regarding §50-47 of the Village Code Regarding time limits in parking lots. And authorization to advertise for a public hearing.

Motion Offered by: Trustee Edward Gregory

Motion Seconded by: Trustee Bruce Stafford.

All in favor motion so carried.

Authorization for Chief Fabiano to add two more persons to hire and schedule for TCO duties: James A. Usischoh and Brendan M. Sheil.

Motion Offered by: Trustee Edward Gregory

Motion Seconded by: Trustee Bruce Stafford.

All in favor motion so carried.

Authorization to hire Mr. David Saskas and Fidelity Title to research and delineate the property line between two properties on Bay Street.

Motion Offered by: Trustee Edward Gregory

Motion Seconded by: Trustee Bruce Stafford

All in favor motion so carried.

Authorization for Mayor Gilbride to execute an 'Agreement for Attorney's Services' with Maureen T. Liccione of Jaspan Schlesinger Attorneys at Law, LLP in connection with Patricia Weiss v. Incorporated Village of Sag Harbor, et al. Fees are as follows:

Associates \$200. per hour

Partners \$225. per hour

Paralegals \$100. per hour

Motion Offered by: Trustee Robby Stein

Motion Seconded by: Trustee Edward Gregory.

All in favor motion so carried.

Approval of 'Proposal for launch and mooring service in Sag Harbor' submitted by

Kenneth H. Deeg for summer season 2010 operations.

Motion Offered by: Trustee Edward Gregory

Motion Seconded by: Trustee Robby Stein

All in favor motion so carried.

Authorization to engage the services of Steve Maresca, P.E. to design measures for

erosion control structures along the bank of West Water Street.

Motion Offered by: Trustee Robby Stein

Motion Seconded by: Trustee Edward Gregory

All in favor motion so carried.

Sumner Pingree, on behalf of 725 Green requesting consideration by the Trustees to perform an updated Energy Use Inventory & Baseline of municipal operations. (With no direct costs to the Village)

Motion Offered by: Trustee Robby Stein
Motion Seconded by: Trustee Bruce Stafford
All in favor motion so carried.

Sag Harbor Fire Department was approved to install signs advertising their carnival at Long Wharf and on Rt. 114 with a motion offered by Trustee Robby Stein and seconded by Trustee Edward Gregory. All in favor motion so carried.

Authorization was given to begin the Ultra-Violet light replacement as needed at the STP. A panel will also be replaced to better manage the system. With a motion offered by Trustee Gregory and seconded by Trustee Stafford. All in favor motion so carried.

Chief Fabiano and Clerk Schroeder explained a new process vendors need to go through with the County and Town's to obtain peddlers permits. As the applicants are required to obtain up to date background checks and have them submitted to the issuing agencies the Sag Harbor Board of Trustees agreed that for this year alone the two ice cream truck vendors will be allowed to submit copies of their current permits from the Town and or County in order to sell ice cream on the villages streets. The motion to approve was made by Trustee Gregory and seconded by Trustee Stein. All in favor motion so carried.

There was some discussion about the person who is using handicapped parking to solicit work (dog trainer) giving lessons – and it seems like he's running a business from the handicapped parking spaces on Main Street.

With a motion made by Trustee Bruce Stafford and seconded by Trustees Edward Gregory and Robby Stein the Trustees entered into executive session with the Village Attorney to update the new Board member regarding village law suits and other legal issues.

At 9:48 with a motion made by Trustee Gregory and seconded by Trustee Stein the executive session and organizational meetings were ended.

Sandra L. Schroeder, Clerk-Administrator